

## ***eTIGER* Teacher Access**

*eTIGER* was designed to have Career-Technical Education (CTE) teachers manage their own class information online. All CTE teachers will be able to log in to *eTIGER* and report their class information. The teachers included in *eTIGER* currently are the active CTE teachers of the school year. It is CTE Directors' responsibility to update the most current CTE teacher list to the State to set up the necessary teacher access to *eTIGER* and pass the "userid" and "password" to each CTE teacher.

There are two teacher lists at *eTIGER*, "Instructors in Application Security" and "Instructors in *eTIGER*". CTE teachers listed at "Instructors in Application Security" are able to log in to *eTIGER*. CTE teachers listed at "Instructors in *eTIGER*" have the class information saved on *eTIGER*. Only the Teacher License Number (TL#) matched for a teacher at both lists will be able to access his/her own classes, no matter whether those classes are at the same school or not.

### **Update CTE Teacher Security Access**

- Log in as *eTIGER* "CTE Director". (Select "*eTIGER*" at Selection Application screen.)
- Click "District Teacher List" under "Utilities" at the left panel.
- Select "**Instructors in Application Security**" then click "Generate List".
- A list of CTE teachers with "UserID" and "Teacher License Number" (TL#) will be displayed. Teachers listed here are allowed to log in to *eTIGER* with the assigned "userid" and a given "password" (while set-up, CTE directors will obtain passwords for every teacher account from State). (Do remind teachers to change their given "password" while logging in to *eTIGER*.)
- You may add or exclude a teacher from the *eTIGER* access list. Email this teacher's first and last name with TL# to Tina McNeal at [Tina.McNeal@state.tn.us](mailto:Tina.McNeal@state.tn.us). She will inactivate (can't remove) the teacher or add the teacher to your list. (Allow 2-3 days to show up on the "Instructor in Application Security".)
- Before emailing Emily, please check the added teacher with the list at "**Instructors in *eTIGER***".
  - If the teacher is listed with SS# and TL#, verify the name and TL# (need to be consistent for both lists).
  - If the teacher is listed only with SS# but no TL#, please click the teacher's name to add in the TL# at "Instructor Information" screen and save this record.
  - If the teacher is a new CTE teacher his/her name will be added on to "Instructors in *eTIGER*" list automatically right after one of his/her classes has been pre-populated from EIS to *eTIGER*.
- For those teachers whose TL# you updated or added in *eTIGER*, email the list with the accurate name and TL# to Tina to set up the access accounts for them in *eTIGER*.

Now you have completed the update of the CTE teacher *eTIGER* accessible list.

